

SELF SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR ESTABLISHMENT OF GRANDPARENT VISITATION

STEP 1: Make **1** copy of the *"Family Court Cover Sheet"* after you have filled it out.

Make **2** copies of the *"Summons"*

Make **4** copies of the *"Petition for Order for Grandparent Visitation"* after you have filled it out.

STEP 2: SEPARATE YOUR DOCUMENTS INTO FIVE (5) SETS:

SET 1 - ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition for Order for Grandparent Visitation"</i>	SET 2 - COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Petition for Order for Grandparent Visitation"</i>
SET 3 - COPIES FOR YOU: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition for Order for Grandparent Visitation"</i>	SET 4 - COPIES FOR COURT ADMINISTRATION: <ul style="list-style-type: none">• <i>"Petition for Order for Grandparent Visitation"</i> SET 5 - COPIES FOR THE ASSIGNED JUDGE: <ul style="list-style-type: none">• <i>"Petition for Order for Grandparent Visitation"</i>

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter to file your documents.

FEES: There is a filing fee and service fees for all Petitions. If you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS: Hand all five (5) sets of your court papers to the Clerk along with cash, check or a Money Order for the filing fee of \$166.00.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of **Copies**
- The Other Party's Set of **Copies**
- The **Copies** for Court Administration
- The **Copies** for the assigned judge

STEP 4: Take the copies for Court Administration and the assigned judge to:

In Phoenix: Family Court Administration
Central Court Building, 6th floor
201 W. Jefferson

In Mesa: Court Administration
Southeast Judicial Complex, 2nd floor
222 E. Javelina Drive

In Surprise: Family Court Administration
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Court Administration offices are open Monday through Friday, 8am until 5pm.

Court Administration will keep one of the copies, and forward the other copy to your assigned judge.

STEP 5: Read the packet at the Self-Service Center called “Service of Court Papers” that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.